

RETAIN THESE INSTRUCTIONS WITH YOUR ORDERS

TRAVEL INSTRUCTIONS

The following information is provided to help in the execution of your orders for your Formal Physical Evaluation Board (PEB) at the Washington Navy Yard, DC.

Read through this package completely. You may call (202) 685-6891 or (202) 685-6427 with any questions regarding the information in this package.

Travel to Washington, DC

The PEB will reimburse travel to Washington, DC for your formal hearing.

- You are responsible for arranging your travel authorization in the Defense Travel System (DTS) as soon as possible, but **no earlier than** 30 days prior to travel.
- You need a Government Travel Charge Card (GTCC). Contact your command's travel POC immediately to start this process.
- Your command's DTS administrator must gain you in DTS. Contact your command's POC immediately to start this process.
- It is recommended that you limit your luggage to **ONE** carry-on bag.
- If using GPS, enter the address "8th & M Street SE, Washington, DC" as your destination.
- Ensure you have funds to cover expenses for the duration of your time in Washington, DC. Transportation and food costs will come out of pocket and be reimbursed upon liquidation of your travel claim.

Transportation

Public Transportation: Metro rail and buses are readily available and are reimbursable for official travel only.

Taxi: Your orders direct use of public transportation when available, but you are authorized to use a taxi.

Yellow Cab:	(202) 544-1212
Diamond Cab:	(202) 387-6200
Washington Flyer:	(703) 801-4884
Empire Cab:	(202) 488-4844
Lincoln Cab:	(202) 484-2222
Mayflower Cab:	(202) 783-1111

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Personally Owned Vehicle: If you reside in the Washington Local Commuting Area, you must file a local area travel voucher to be reimbursed (*See DoDI 4515.14., Glossary, Part II, Definitions*). If you live outside the Washington Local Commuting Area, reimbursement is in accordance with the JFTR. Parking at the Navy Yard is extremely limited. Consult with your assigned Formal Board attorney regarding a parking pass.

Rental Car: Rental cars are not authorized and will not be reimbursed unless there is a medical necessity approved by the PEB before travel. Submit a waiver through your attorney if you believe that a rental car is required. Waivers shall be submitted at least 5 working days prior to the start of travel.

Lodging

The PEB will reimburse lodging for your Formal PEB.

- Lodging is available for a maximum of three nights at any of the hotels listed below.
- You are responsible for arranging hotel reservations. Use your GTCC to make your reservation.
- If you are unable to get a GTCC prior to travel, you can charge your hotel to a personal credit card and request reimbursement when submitting a travel claim in DTS.
- Reimbursement is limited to the current GOVERNMENT PER DIEM LODGING RATE. The maximum lodging rate in the Washington, DC area varies from \$169.00-\$236.00 per night according to the time of year. Ensure you comply with the current GOVERNMENT PER DIEM LODGING RATE at <http://gsa.gov/portal/category/100120> before making lodging reservations.
- You are authorized up to the Government Rate for the Washington, DC area. If the hotels do not have rooms at the government rate, you **MUST** contact the PEB to receive authorization for a higher lodging amount.

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HOTELS

Courtyard Washington
Capitol Hill/Navy Yard
140 L Street SE
Washington, DC 20003
(202) 479-0027
(0.6 miles to Navy Yard)

Capitol Hill Hotel
200 C Street SE
Washington, DC 20003
(202) 543-6000
(1.1 mile to Navy Yard)

Holiday Inn Capitol
550 C Street SW
Washington, DC 20024
(202) 479-4000
(2.0 miles to Navy Yard)

Capitol Skyline Hotel
10 I Street SW
Washington, DC 20024
(202) 488-7500
(1 mile to Navy Yard)

Residence Inn Washington
333 E Street SW
Washington, DC 20024
(202) 484-8280
(2 miles to Navy Yard)

Hyatt Regency Washington
400 New Jersey Avenue NW
Washington, DC 20001
(202) 737-1234
(2.5 Miles to Navy Yard)

Food

The PEB will reimburse at the government per diem rate.

- There are numerous restaurants and groceries in the vicinity of the Washington Navy Yard.
- There is no government messing (dining) facility aboard the Washington Navy Yard.
- On the Navy Yard is the William III Café in Bldg 36. Also, from 0630-1500 M-F, there is a food court in Bldg 22, adjacent to Bldg 36.

Reporting

The day prior to your hearing, you will meet your assigned attorney located in Bldg 200, Suite 400 on the Washington Navy Yard. Proper civilian attire is authorized. Report to Bldg 36, Suite 309 to have your orders endorsed by the Secretary of the Navy Council of Review Boards Front Office.

YOU MUST HAVE A VALID MILITARY ID PRIOR TO ATTEMPTING ENTRY ON THE WASHINGTON NAVY YARD. If your ID is expired, you must contact your nearest military installation to obtain a new military ID. Failure to do so may result in your inability to access the base. **BE SURE TO CARRY A COPY OF YOUR PEB TRAVEL ORDERS AT ALL TIMES.**

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Your formal hearing will convene in Bldg 36, Suite 309 on the scheduled day. You must be available for your hearing at 0800 in accordance with your orders. Delays based on poor planning, over sleeping, traffic concerns, or other personal concerns are not usually granted. Requests for a continuance must be made in writing by your attorney, must include evidence of the need for delay, and will be reviewed on a case-by-case basis.

Because hearing times can be as early as 0800 or as late as 1600, and may last several hours, schedule your return flight the day following your hearing.

The address of the Formal PEB is:

Secretary of the Navy Council of Review Boards
Physical Evaluation Board
720 Kennon Street SE, Suite 309, Bldg 36
Washington Navy Yard, DC 20374-5023

Uniforms

Both Active Duty personnel and Reservists are required to report for a formal hearing in the Navy Service uniform or Marine Service B or C uniform as specified in the applicable Navy or Marine Corps Uniform Regulation.

DTS Travel Voucher










Travel vouchers are processed through your command personnel office or by you in DTS. Ensure you submit your travel voucher within three (3) working days after completion of TAD with all required receipts to substantiate all claimed expenses, to include plane, hotel, Metro, taxi, parking, and tolls.

Escorts

If your command or physician believes you have a medical condition that warrants an escort, you may submit an escort request through your attorney or PEBLO. Ensure a signed letter from your treating physician and a command point of contact is included in the letter. Escort requests take time to process. Submission must be completed a minimum of five (5) working days prior to your board date. All waivers and escort requests require supporting documentation from your command and/or physician. Waivers and escort requests will not be granted without substantiating documents or in cases where there is insufficient time to process. Do not assume a waiver or escort request is approved until you have approval documentation.

Day 1- Code 16 is located in Bldg. 200  --- Day 2- Boards are held in Bldg. 36 



-  **6th and M St. SE gate** (DOD CAC card holders and military personnel only)
-  **9th and M St. SE gate** (DOD CAC card holders and military personnel only)
-  **11th and N St. SE gate** (weekdays only-pedestrian access to Navy Yard)
-  **11th and O St. SE gate** (museum visitors and anyone without military or DOD access cards — weekdays, weekends and holidays)
 **Use this gate**
-  **Attractions** (U.S. Navy Museum, Navy Art Collection and Display Ship Barry)
-  **Riverwalk access** (weekdays and weekends)
-  **Riverwalk turnstile** (weekdays and weekends-access card required to reenter Navy Yard from Riverwalk)
-  **Riverwalk access gate** (Barry access when Riverwalk is closed for Navy Yard special events)



Metro Station



Picnic Area



Eatery



Visitor's Center



Parking